

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MAY 9, 2017**

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**A meeting of the Board of Trustees was held  
on May 9, 2017 at 4:00 p.m.  
in the Robert Michael Sdao Memorial Board Room  
at Niagara County Community College**

**Board Members Present**

Mr. Vincent Ginestre, Chairperson  
Mr. William Ross, Vice Chairperson  
Ms. Gina Virtuoso, Financial Secretary  
Mr. Jason Cafarella  
Mr. Bradley Rowles  
Mr. Vincent Sandonato  
Ms. Bonnie Sloma  
Mr. James Ward  
Ms. Katelynn DeLac, Student Trustee

**Board Member Excused**

Ms. Sheila Smith, Secretary

**Administration Present**

Dr. Luba Chliwniak, Officer in Charge  
Ms. Deborah Brewer, Director of Foundation  
Ms. Catherine Brown, Director of Human Resources  
Ms. Barbara DeSimone, Acting Director of Public Relations  
Mr. Michael Dombrowski, Vice President of Operations  
Dr. Mary Jane Feldman, Director of Planning and Research  
Mr. Dennis Michaels, Chief Information Officer  
Ms. Julia Pitman, Vice President of Student Services  
Mr. William Schickling, Vice President of Finance/Information Technology  
Ms. Lydia Ulatowski, Asst. Vice President of Academic Affairs  
Ms. Barbara Walck, Assistant to the President

**Invited Guests Present**

Ms. Deborah Beach, ESPA Union President  
Mr. Joseph Colosi, Faculty Union President  
Ms. Lori Townsend, Faculty Senate President

Chairperson Ginestre called the meeting to order at 4:10 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence in respect for the men and women who are serving our country.

## **PUBLIC COMMENTS**

Public Comments were given by:  
Shawn Thompson  
Rose Mary Warren

## **CONSENT AGENDA**

Trustee Virtuoso asked if we are going to reapply for the Liberty partnership Grant. Officer in Charge Chliwniak stated the Liberty Partnership staff attended a conference a few weeks ago and learned that either other submittals had the same technical error. The RFP will be reissued due to the mix-up of the submission. We are hoping this can be accomplished and then be reinstated. Chairperson Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Ginestre and seconded by Trustee Ward that the Board approve the Consent Agenda which included the Board Meeting Minutes of April 11, 2017, Special Meeting Minutes of April 26, 2017, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

## **INFORMATION ITEMS**

Chairperson Ginestre asked Board members if there were questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, and Foundation Report.

It was moved by Trustee Rowles and seconded by Trustee Sloma that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss personnel and litigation matters at 4:50 p.m. Motion carried unanimously.

It was moved by Trustee Sandonato and seconded by Trustee Rowles that the Board come out of executive session at 5:40 p.m. Motion carried unanimously.

## **Chairperson's Report**

Chairperson Ginestre stated he would accept nominations for the officers for the board of trustees for the 2017-2018 year; Trustee Cafarella nominated the following slate: Chairperson Gina Virtuoso, Vice Chairperson Bonnie Sloma, Financial Secretary Jason Cafarella, and Secretary Sheila Smith. Trustee Sandonato nominated the following slate: Chairperson William Ross, Vice Chairperson Bradley Rowles, Financial Secretary Vincent Sandonato, and Secretary Vincent Ginestre. Chairperson Ginestre stated that additional nominations can be made at the June board meeting.

Chairperson Ginestre stated Commencement will take place on Saturday May 13, 2017. He encouraged all board members to attend and scripts were provided today to those who had reading parts.

## **Officer in Charge Report**

Dr. Chliwniak reported that:

- Dr. Larry Castellani was introduced and provided a presentation pertaining to his recent sabbatical on Mindfulness and Education: The Immanent Curriculum.
- Professor Art Taylor passed away on April 15; the funeral was on April 21. Our condolences are extended to the family.
- Dr. Julie Woodworth has been appointed to the rank of SUNY Distinguished Teaching Professor. She is our first professor that has received this award; she has now attained several privileges such as marching first in academic processions, lectures on campus, etc. She will be at the nursing pinning ceremony next week and will be recognized. We will recognize this award at the next all college meeting in fall. Congratulations to Dr. Julie Woodworth !
- Thank you to Foundation Director Deb Brewer in obtaining \$100,000 from the Oshei Foundation, first instalment of five for the Learning Commons Project.
- Empire State Development is having an event at NFCI on May 16 at 6pm; this event is to attract and directed to international business. More information can be found at Empire State Development website. Possibly the Governor will be present.
- At the June board meeting we will have a presentation on the Excelesior Scholarship by Vice President Pitman and Financial Aid Director Jim Trimboli. Regulations are not finalized yet, although it is being advertised. Students can start applying at the end of May or early June.
- Divisions have been busy and active with the following end of year campus events: Business Technology and Arts Student Recognition Award on May 4; Culinary, Baking Pastry and Hospitality Awards was May 4, Math Awards on May 4. There is an invitation provided for the Nursing Pinning Ceremony on May 18 at 6pm at the Sanborn Campus. The Phi Theta Kappa (PTK) Award Ceremony was on April 16, with 65 inductees.
- The new SUNY chancellor Dr. Kristina Johnson is scheduled to start in September. Her biography and information is being distributed around the table. She is an engineer and entrepreneur. Chancellor Zimpher will be leaving SUNY in June and there will be someone filling in between June and September as an interim.
- The New York State budget summary was handed out.
- The feasibility study was provided for a proposed STEM Center which included the cost estimates. There currently is a proposed Athletic Plan also as an option and Vice President Dombrowski is working on a Facility Plan to include a parking lots, roads, facilities, etc. Trustee Sloma questioned the "return on investment" for these projects.
- The Strategic Plan Student Journey was provided to board members. Trustee Virtuoso is on the Strategic Plan Task Force. A subcommittee has been formed to start producing the information on the student journey and where can we improve, what are the road blocks, etc. Faculty, staff and administrators will be meeting on May 17 and May 24 to review perspectives. Students have provided their input for this important step.

## **STUDENT TRUSTEE REPORT**

Student Trustee Katelynn DeLac provided information from her report. Trustee Virtuoso congratulated Katelynn on her recognition for receiving the "Most Outstanding School Spirit" award at last week's awards night.

## COMMITTEE REPORTS

### Finance Committee

Vice President Schickling presented the 2017-2018 Budget along with the Tuition and Fees schedule.

It was moved by Trustee Virtuoso and seconded by Trustee Ross to approve the NCCC 2017-2018 Budget as presented. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Sloma to approve the Fiscal year 2017-2018 Tuition and Fees Schedule as presented. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Sloma to approve the Budget Transfer as follows:

FROM:		TO:	
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Hospital and Medical	\$ 439,000	Equipment	\$ 200,000
		Professional Services	\$ 159,000
		Special Department Charge	80,000

Motion carried unanimously.

Trustee Virtuoso asked Vice President Schickling when the lobbying services agreement expires – it is May 7, 2017. Park Strategies has been notified that their agreement has expired with NCCC. Chairperson Ginestre and Trustee Virtuoso and the board agreed that no further lobbyists will be needed at this time.

### Governmental Affairs

Trustee Ross stated that Niagara County has been a good sponsor of NCCC and working closely is essential.

Trustee Ross asked Vice President Pitman to present an update on the Department of Education audit. There was a program review to see if we were in compliance, we have received a preliminary report but is not a final report. We are waiting for their final report on our audit.

Vice President Pitman provided the “draft” Drug and Alcohol Abuse Prevention program Biennial Review. Board are to review the draft and at the June meeting questions will be answered.

### Planning/Facilities

Trustee Sloma asked Vice President Dombrowski to provide a Power Point Learning Commons update.

It was moved by Trustee Sloma and seconded by Trustee Carafella that the Board of Trustees authorize the granting of degrees and certificates to those students who have fulfilled all requirements at the commencement to be held May 13, 2017. Motion carried unanimously.

Vice President Pitman provided information on the Student Activity Fee Budget handout along with the Student Athletic Fee Budget which show how the students spend their student fee money. These are informational items.

### **Personnel**

Dr. Chliwniak briefly discussed the Vice President of Auxiliary Services search. The College Association met and is recommending there be a director level/manager level position, and the College Association will forward a recommendation to the board. This will not include academics.

Chairperson Ginestre stated that the board will be utilizing the services of SUNY and they will be supplying us with a list of candidates for interim president in which the full board will be interviewing. A committee will not be needed; the process needs to be done within the ninety day period and we are anticipating what needs to be done for a full presidential search that needs to occur almost simultaneously.

Human Resources Director Catherine Brown stated the HR department is currently conducting an internal review process. Information will be brought forth at the next board meeting. We are also complying with SUNY requests for compliance information.

It was moved by Trustee Cafarella and seconded by Trustee Ward to approve the job description of Assistant Vice President of Enrollment Management position as presented.

### **OLD BUSINESS**

Trustee Virtuoso stated that Johanna Duncan-Poitier and Dona Bullock would have a conference call on how to move forward for Interim Presidential search.

### **NEW BUSINESS**

Trustee Sandonato stated a parent contacted him regarding our deadlines for students interested in our nursing program. Student was denied due to restricted time limits. Trustee Sandonato and Vice President Pitman will discuss further.

### **GOOD & WELFARE**

Chairperson Ginestre discussed the start time for the June 13 board meeting. It was agreed that the meeting will start at 4:00 p.m.

It was moved by Trustee Cafarella and seconded by Trustee Sloma to adjourn at 7:15 p.m. Motion carried unanimously.

Barbara Walck  
Secretary